CONSTITUTION

and

BY LAWS

of

THE HOLY TRINITY
PARISH PASTORAL COUNCIL

(Adopted April 18, 1968; amended July 19, 1973,
September 2, 1976, July 5, 1977, March 15, 1978, December 21, 1982, October 13, 1987,
October 11, 1988, April 7, 1992, October 19, 1993, December 12, 1995, May 7, 2002,
May 4, 2004, May 3, 2005, September 4, 2007, May 3, 2011, February 7, 2012, October
2014, April 2015, June 14, 2017, and September 30, 2026)

CONSTITUTION

MISSION STATEMENT

Holy Trinity is a Jesuit Catholic Parish that welcomes all to:

Accompany one another in Christ
Celebrate God's love
Transform lives

Preamble

As members of the people of God who are Holy Trinity Parish of Georgetown, Washington, DC, we hereby unite to form a Parish Pastoral Council. We do so as representatives of the people of Holy Trinity Parish, dedicated to their service. In union with one another, with our Pastor, our Archbishop, the Holy Catholic Church, and under the prayerful guidance of the Holy Spirit, we accept responsibility with our Pastor in the service of Holy Trinity Parish.

ARTICLE I

Name

The name of this organization, established April 18, 1968, shall be The Holy Trinity Parish Pastoral Council, hereinafter referred to as the Council.

ARTICLE II

Objective and Responsibilities

The main objective of the Council is to promote the pastoral activity and stewardship of the Parish. The Council advises and assists the Pastor in exercising leadership through planning, setting goals and priorities, coordination, motivation, support and evaluation, and to:

1. Implement and restate, as necessary, the Mission of Holy Trinity Parish.

2. Set goals and monitor the progress of the parish in achieving those goals in fulfillment of the parish mission statement.

3. Provide guidelines and support for Council Committees and Ad Hoc Committees of the Council.

4. Encourage, facilitate, support and provide liaison with all Parish organizations and activities, mindful of the Parish Mission Statement.

5. Work in union with the Parish Finance Council ("Finance Council") to oversee financial and physical resources, consistent with the mission and goals of the Parish.

6. Review the annual budget as prepared by the Finance Council.

7. Report annually to the Parish on the achievement of the goals in fulfillment of the parish mission.

ARTICLE III

Membership

1. The size of the Council shall be set at 12 as of September 2017. Four members shall be elected annually for three-year terms by a vote of those parishioners who satisfy the request of this Article III, Section 7. If it is necessary to increase the number of Council members to reach 12, the Pastor may, with the consent of the Council, appoint a maximum of two members a year to serve one-year terms.

2. The Pastor and any Staff members present at a meeting do not vote and are not counted for the purpose of determining a quorum.

3. Any Roman Catholic who is at least 16 years old, has received the sacrament of Confirmation, is a registered member of Holy Trinity Parish, is an active parishioner who has participated in the life of the Parish for at least one year, and agrees to fulfill the Parish Council Member Duties enumerated in Article III of the By Laws is eligible to serve on the Council.

4. Unless unable to serve or as otherwise permitted herein, members of the Council shall serve for a term of three years; one-third of those members shall be elected each year. Members may run for and be elected to no more than one additional consecutive three year term. Ties shall be broken by drawing lots.

5. In addition to any members appointed under Section 1 of this Article, appointed members shall serve at the pleasure of the Pastor for term(s), not exceeding three years per appointment. Appointed members may be appointed to no more than one additional consecutive three-year term.

6. No member, elected or appointed or whose service was part elected and part appointed, may serve for a period in excess of six consecutive years.

7. To vote in Council elections, an individual must be:
    a. A registered and fully initiated member of Holy Trinity Parish, and
    b. At least 16 years of age.

8. Members of the Council must resign membership on standing Council Committees, the Holy Trinity School Advisory Board, and the Finance Council. Individuals hired to the Parish Staff, their spouses and immediate family members, must resign membership on the Council and its Committees, the Holy Trinity School Advisory Board, and the Finance Council.

9. Any member of the Council may resign by filing a written resignation with the Pastor and

Council President. A member may be removed for just cause by a two-thirds vote of all members.

10. Should an elected member be unable to serve the remainder of a term, that member shall be replaced by the highest vote-earning candidate not elected in the most recent election. If there are no such candidates, the Pastor may, with the consent of the council, appoint a successor to serve the remainder of the term, notwithstanding anything in this Article III.

ARTICLE IV

Officers

1. The elected officers of the Council shall be the President and Vice President. An officer elections committee, consisting of outgoing Council members as needed, shall have the responsibility to nominate the elected officers for the following year, soliciting self nominations and input from all Council members. The elected officers shall be elected by the Council to serve for a period of one year. Officers may serve a maximum of two consecutive terms, or until a successor is elected, but for no longer than four months from the expiration of the regular term.

2. The President shall preside over meetings and perform such other duties as provided for in the By Laws or placed upon the office by the Council. In the event of the President's absence from a meeting, the Vice President shall preside. In the absence of both officers, a temporary presiding officer shall be appointed by the vote of a majority of the members present.

3. Should the office of President become vacant, the Vice President shall succeed for the unexpired portion of the term. Should the office of Vice President become vacant, the Council shall, by majority vote elect a successor at the next meeting after notification that such office is vacant.

ARTICLE V

Executive Committee

The Executive Committee of the Council shall consist of the Pastor, the President, and the Vice President. The Pastor and any Staff members present at a meeting do not vote and are not counted for purposes of determining a quorum. The Executive Committee shall perform the duties provided for in the By Laws.

ARTICLE VI

Meetings

1. Council meetings shall be held at least nine times per year on the third Wednesday of each month from September through June, or as otherwise scheduled by the Executive Committee. Additional meetings shall be called by the Pastor, the President, the Executive Committee, or by any five members of the Council.

2. A quorum is required for all meetings and shall consist of a simple majority of the Council members currently serving at the time of the meeting. Members unable to attend three meetings per year are encouraged to re-evaluate their membership on the Council. Members should notify the President in advance if they know they will not be able to attend a meeting.

3. Regular meetings of the Council shall be open to all members of the Parish. Executive sessions (i.e., meetings closed to persons other than Council members) of the Council may be called by the Pastor, the President, the Executive Committee, or by any five members of the Council.

4. Time, place, and major agenda items for Council meetings will be announced through the Parish communication channels prior to the meeting.

ARTICLE VII

Amendments

1. Amendments to this Constitution may be submitted in writing to the Executive Committee of the Council by any Council member. The Executive Committee shall consider the submission before bringing it to the Council.

2. All Council members shall be notified of the proposed amendment in writing, in advance of the next regular meeting of the Council. The proposed amendment shall be considered in accordance with the provisions of Article IV of the By Laws. The proposed amendment may not be accepted or rejected at the first meeting at which it is presented.

BY LAWS

ARTICLE I

Officers' Duties

1. The President shall:

    a. Preside at all meetings of the Council.

    b. Serve as ex-officio member of all Standing Committees of the Council, except the Nominating and Elections Committees.

    c. Distribute the minutes of all Council meetings to Council members, as well as provide minutes to the Executive Committee within five days prior to the next Council meeting.

    d. Prepare all correspondence required by the work of the Council.

    e. Maintain a current directory of all Council members.

f. Distribute the agenda and supporting materials for all meetings, to be received at least five days prior to each meeting.

g. Transmit to the Pastor for maintaining, all official records related to Council and Council Committee proceedings.

2. The Vice President shall:

a. Assume the duties of the President in the absence or inability of the President to carry out the functions of that office.

b. Perform other duties as may be delegated by the President.

ARTICLE II

Executive Committee Duties

The Executive Committee shall:

1. Serve as the Planning and Steering Committee of the Council.

2. Confirm the Chairs of all Standing and Ad Hoc Committees in consultation with each Committee.

3. Annually, hold an orientation session for newly elected Council members prior to the first meeting of the Council year.

4. Act on behalf of the Council, as necessary, between regular Council meetings, subject to ratification by the Council at its next meeting.

ARTICLE III

Parish Council Member Duties

Members of the Council shall:

1. Advise and assist the Pastor in exercising leadership through planning, setting goals and priorities, coordination, motivation, support and evaluation and participate with other Council members in other ongoing formation programs that are designed to deepen their understanding of Jesuit identity and mission and the ways of proceeding that are appropriate to the Council; participate in scheduled Council meetings as faithfully as possible; and observe or otherwise participate in Parish activities and ministries so as to be familiar with the Parish's efforts to be faithful to its identity and to carry out its Mission.

2. Be assigned as ex officio members of each Council Committee. In this capacity, members shall:

a. Attend Committee meetings, and provide regular updates to the Council on significant developments in the Committee's work.

b. Guide the discussion, on behalf of the Council, in response to the Committee's annual report.
c. Participate in the Committee's development of budget priorities, and lead the Council's discussion of those priorities.
d. Keep the Committee informed of developments at Council meetings and of initiatives by the Pastor.

When requested (generally before September 1) provide to the President, a list of the three Committees, in order of preference, on which the Member desires to serve. The Executive Committee will determine Committee assignments, taking into account Member preferences, and announce the assignments at the September Council meeting

ARTICLE IV

Way of Proceeding

The Council, as a community of faith, should always be prayerful and discerning. Council members shall participate with an open heart and mind, coupled with a willingness to listen to and follow the guidance of the Spirit, which may be expressed through other Council members. Council members shall follow and practice the Ignatian presupposition. The way of proceeding of the Council should be to form a consensus, when at all possible, that embodies Ignatian spirituality and deliberates through communal discernment. Failing consensus on a question, the Council shall reach decisions by a two-thirds majority vote of Council members present. The Executive Committee shall be governed by the same Way of Proceeding.

ARTICLE V

Order of Business

Meetings will adhere to the following schedule:

1. Call to order
2. Opening prayer
3. Parishioner Open Forum (first 15 minutes)
4. Approval of previous meeting's minutes
5. Pastor's Report
6. Agenda items
7. Closing prayer
8. Adjournment

ARTICLE VI (Revised and Approved, September 30, 2026)

Committees

Committees are established in accordance with the Constitution and By Laws of the Council and the Mission Statement of Holy Trinity Parish:

1. Standing Committees -- Standing Committees are established to assist in carrying out the Mission, goals, needs and policies of the Parish. The Committees are responsible for advising and assisting Parish Staff to coordinate, implement and evaluate programs and activities in their respective areas. The Pastor will assign a member of the Parish Staff to advise, support, and serve as a staff resource to each Committee. Assigned Parish Staff ordinarily participate in Committee meetings for consultation, coordination, and communication. Reports on Committee activities are communicated to the Council annually by the Committee Chairs and Parish Staff.

2. Ad Hoc Committees are established by the President, with the approval of the Council. The Executive Committee shall appoint members of Ad Hoc Committees.

3. Membership

   a. Qualifications for Members
      i. Must be a registered parishioner at least one year prior to becoming a Committee member.
      ii. Must be willing to make a commitment to carry out the duties of the position. Minimally, this means attending meetings, taking on assignments, and making the required time for the commitment.
      iii. The majority of members of any Committee shall be confirmed Roman Catholics.
      iv. In addition, individual Committees may set specific qualifications for membership.

   b. Qualifications for Chairpersons
      i. Must be a confirmed Roman Catholic.
      ii. Must have completed at least one year of membership on the Committee.

   c. Composition of the Committee
      i. Committees shall consist of three or more at-large members, depending upon the needs of the Committee.
      ii. Each Committee will have at least one Council member who will serve as an ex officio member.

   d. New members

      i. Committees shall advertise all Committee openings to the Parish except where indicated by the Pastor or Council.

ii. Any person who wishes to serve and meets the qualifications for membership set forth in Article VI.3.A of these By Laws, may be eligible to serve on a Committee.
iii. The Committee may also recommend prospective members, taking into account specific skills and attributes. If the total number of candidates exceeds the announced number of openings, the Committee Chair will select the new members.
iv. The Pastor may select additional members and may remove Committee members.
v. Committees shall provide a roster of members on or before October 1 of each year to the Council President.
vi. The Council is responsible for reviewing Committee rosters and ensure each Committee is functional and has a sufficient number of members and Chair.
vii. Council members are assigned as ex officio members the Executive Committee of the Council.
vii. Staff members are assigned by the Pastor.

e. Committee Chairs - Chairs are nominated by the Committee members and confirmed by the Executive Committee of the Council on or before October 1 of each year.

f. Terms of Service
   i. Committee Chairs serve one year, with a maximum of two consecutive one-year terms. Committee Chairs may "term out" and return after a minimum of one year. Committees are encouraged to consider a system in which a Chair-Elect serves a one-year term and then becomes Chair after that year for a term of one year.
   ii. Chairs of Committees are responsible for seeing that member appointments are made in a timely fashion, and members receive an orientation to the functions of the Committee, including a packet containing a copy of the Constitution and By Laws of the Council, the Mission Statement of Holy Trinity Parish.
   iii. Members are expected to serve three years with the option to renew their term once as permitted by their Committee. Members who have "termed out" may return after one term off the Committee as permitted by the Committee.
   iv. Council members are assigned as ex officio members to a Committee for at least one year with a preference that they serve two years as possible.
   v. The Pastor will assign a member of the Parish Staff to advise, support, and serve as a staff resource to the Committee. Assigned Parish Staff ordinarily participate in Committee meetings for consultation, coordination, and communication.

4. Committee Meetings
   a. Committees should maximize transparency of meeting activities to the parish community.
   b. Regular meeting schedules, approved prior meeting minutes or summaries when appropriate, and other appropriate information about Committee work will be available through the Parish website and other channels or through contact with Committee Chairs.
   c. Committee Chairs will be indicated on the Parish website or other communication channels with contact information so that interested Parishioners may obtain information on Committee work and meetings.

d. Parishioners not on a Committee who would like to observe or present a matter to the Committee should work with the Committee chair to accommodate their interest, at least one week in advance of the meeting.
e. Committees should strive for consensus whenever possible.
f. When consensus cannot be reached after reasonable discussion, internal procedural matters or formal recommendations may be decided by a two-thirds majority vote of members present, provided a quorum is present. A quorum is defined to include a majority of the voting members of the Committee.
g. Council and Staff members do not vote and are not counted for the purpose of determining a quorum.

5. Committee Relationship and Parish Staff
   a. The relationship between Committee members and Parish Staff is active and collaborative.
   b. Committee members advise and may assist Parish Staff in carrying out the activities of that ministry.
   c. Committee members may offer consultation and reflection on ministry life, identify needs and opportunities, and share Council and parishioner input and feedback. Committee members do not engage in daily oversight of staff duties and decisions.
   d. Parish Staff advise and may assist Committee members in setting and implementing Committee goals that are relevant to that ministry.
   e. Councilmembers assigned as ex officio members help to support Parish Staff and Committee relationships in partnership with the Executive Council of the Council and the Pastor.

6. Exceptions – Select Standing Committees may be exempt from some or all the above with approval of the PPC.

7. Mission and Responsibilities of Individual Committees

a. <u>Committee on Ignatian Spirituality and Jesuit Identity</u>

i. Mission: To foster Ignatian spirituality and identity within Holy Trinity and to educate parishioners and staff on Ignatian principles, Jesuit traditions, and what it means to be a Jesuit parish

ii. Responsibilities:
   1. Advise and assist the Pastoral Associate for Ignatian Spirituality in the promotion, coordination, implementation, and evaluation of the practice of Ignatian spirituality in the Parish.
   2. Report to the Council Parish activities that support the priorities of the Society of Jesus and mission plan of the Maryland Province.

b. <u>Communications Committee</u>

i. Mission: To facilitate communications that encourage greater involvement by parishioners in programs and activities.

ii. Responsibilities: The Committee provides advice and guidance to the Parish leadership and staff on communications and related technologies across print, digital and other media.

c. Development and Stewardship Committee

i. Mission: To provide advice and counsel to the Director of Stewardship/Development and the Pastor on issues regarding planned giving, Annual Pledge, and other Parish-wide fundraising activities, as well as promotion of parishioner's time and talent to encourage stewardship as "a way of life."

ii. Responsibilities:

1. Provide technical assistance to Parish Staff regarding undertaking and implementing planned giving programs, pledge programs, and Parish-wide fundraising initiatives.
2. Develop strategic goals and objectives for fundraising initiatives.
3. Advise on the development of communication materials for Parish fundraising activities.
4. Provide advice on the development of appropriate reports for the Finance Council and the Council.

d. Faith Formation Committee

i. Mission: To provide opportunities for the lifelong education and spiritual formation of all members of the Parish community through reflection, prayer, study, and dissemination of information.

ii. Responsibilities:

1. Provide for the religious education and sacramental preparation of children, youth and adults.
2. Recommend priorities, budgets, and models for religious education.
3. Establish criteria and assist in ongoing evaluation of religious education
4. Work with the Communication Committee, disseminate additional educational information
5. Advise the Council on the status of educational activities with the Parish

e. Facilities Committee

i. Mission: To oversee the use, condition and maintenance of the Parish's buildings and grounds.

ii. Responsibilities:

1. In coordination with the Parish Administrator for Facilities, monitor the use and condition of parish buildings and grounds, and make recommendations regarding the maintenance, repair, and improvements of these facilities.
2. Develop plans for maintaining the long-term stability of all properties, including structural soundness, and the preventive care of electrical, plumbing, heating and air-conditioning systems.
3. Monitor implementation of such plans.
4. Advise the Council, and advise and assist the Parish Administrator for Facilities, on specific projects involving Parish facilities.

f. Parish Life Committee

i. Mission: To promote and enhance the community life of the Parish, and to serve as a source of assistance to Holy Trinity parishioners in need.

ii. Responsibilities:
1. Integrate new parishioners into the Parish through welcoming and orientation.
2. Provide advice to the Pastor, Parish staff, and the Council on the development of programs and volunteer services to address the special needs of parishioners.
3. Provide volunteers, as needed, to assist with specific tasks for Committees of the Parish, the Pastor, or the Parish Staff.
4. Plan special events for the Parish.
5. Develop a Parish network based on neighborhood groups of parishioners to build community and serve as a source of assistance to Holy Trinity parishioners in need.
6. Assist the Pastor in overseeing Parish-specific programs and activities that are not the responsibility of another Standing Committee.

g. Social Justice Committee

i. Mission: To inform and educate parishioners about the social-justice needs in various communities, both local and the world at large; to provide concrete ways and means by which those needs can be met; and to promote Catholic social teaching.

ii. Responsibilities:
1. Encourage volunteering and links parishioners with volunteer opportunities.
2. In consultation with the Council and the Pastoral Associate for the Social Justice Ministry, recommend allocation of the Parish tithe to groups who share the principles of Catholic social teaching
3. Promote, within the Parish, the message of the value and dignity of human life in all conditions and stages, and disseminate information to parishioners on activities, programs and events.
4. Provide information for, and educates, parishioners on social justice issues
5. Report to the Council annually on its activities.

h. Worship Committee

i. Mission: To promote the Parish's liturgical, sacramental and spiritual life celebrations and programs in conjunction with the Pastoral Directors of Liturgy, Religious Education and Music, and to encourage full participation in the liturgical life of the Parish

ii. Responsibilities:

1. Advise the Pastor and the Council on the Parish's involvement in, and experience of, liturgy, and on current developments in Catholic liturgy
2. Promote liturgical education and catechesis among parishioners
3. Attend to the needs of the various groups involved in the development of the Parish experience of worship
4. Facilitate Parish-wide liturgical collaboration and planning

ARTICLE VII

Amendments

1. Amendments to these By Laws may be submitted in writing to the Executive Committee of the Council by any Council member.

2. All Council members shall be notified of the proposed amendment, in writing, 10 days in advance of the next regular meeting of the Council. The proposed amendment shall be considered in accordance with the provisions of Article IV of the By Laws. The proposed amendment may not be accepted or rejected at the first meeting at which it is presented.

ARTICLE VIII

Council Election Procedure

1. Council elections will be held annually each spring. Terms run for three years, unless otherwise specified by the Council, beginning September 1, in the calendar year of election, running through August 31, at the end of the three-year term.

2. Before parishioners' names will be placed on the election ballot as candidates:

a. The Council will timely publicize the qualities of effective Council members (see below) and will invite parishioners to consider whether they possess these qualities and want to be considered for the Council;

b. Parishioners will be invited to participate in an information session in which current members will further explain the identity and role of the Council and its "way of proceeding" as described in Article IV of these By Laws; and following the information session, parishioners expressing interest will submit their names and other appropriate information about themselves to the Council for inclusion in the election ballot;

c. Each prospective candidate for election to the Council must agree to serve the term, to comply with Article III, Section 8, of the Constitution with respect to other memberships, and to affirm that the prospective candidate has the qualities of an effective Council member:

i. Engages in regular personal prayer;

ii. Has been an active parishioner, involved in the life of the Parish for at least one year;

iii. Pledges to worship with the Parish community at Sunday Eucharist as often as possible, to participate in some Parish ministry, and to support the Parish

financially;

iv. Participates in Parish-sponsored retreats, prayer programs, or events;

v. Is capable of thinking broadly and strategically and without uncontrolled bias, and has a mind and heart open to the "magis," that is, what is for the greater good;

vi. Is willing to serve as a Council member for at least three years.

3. Newly elected Council members will be invited to attend the June Council meeting as observers, as well as participate in the annual orientation session.

4. Between the date the elections are completed and the June Council meeting, the Executive Committee, upon soliciting self-nominations and input from all Council members, shall convene and nominate Council officers for the following year. At the June Council meeting the slate of officers shall be presented, additional nominations shall be accepted from the floor, and the Council, by a simple majority vote, shall elect the Council officers.

5. The newly elected Executive Committee shall hold an orientation session for the newly elected members of the Council prior to the first meeting of the new Council year.